



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ARMY CONTRACTING AGENCY
U.S. ARMY CONTRACTING AGENCY, PACIFIC REGION
BUILDING T122, 2ND FLOOR
FORT SHAFTER, HAWAII 96858-5430

SFCA-PRB-S

19 May 05

MEMORANDUM FOR Army Contracting Agency, Pacific Region, Contracting Activities

SUBJECT: Pacific Region Implementation Memorandum (PRIM) 05-01, Acquisition Strategy Plan and Mini-Acquisition Plan

1. References:

a. Memorandum, SFCA-PRBS-S, 25 Feb 04, subject: Pacific Region Implementation Memorandum (PRIM) 04-06, Acquisition Strategy Plan and Mini-Acquisition Plan, 25 Feb 04.

b. AFARS Subpart 5137.5, Army Management and Oversight of Services, per AFARS Revision #009.

c. Memorandum, SFCA-PRB-S, 1 Oct 03, subject: Pacific Region Implementation Memorandum (PRIM) 04-03, Reviews and Oversight of Contracts and Designated Actions.

2. Ref. a, PRIM 04-06, is replaced in its entirety by this memorandum which provides revised guidance on the preparation and approval of Acquisition Strategy Plans (ASP) and Mini-Acquisition Plans (MAP).

3. Purpose. Army Contract Agency (ACA) has a strategic objective of gaining efficiencies through the increased use of existing master / regional contracts and consolidating requirements within ACA and its region. In addition, Ref. b establishes an objective to improve the management of service acquisitions by developing and maintaining sound acquisition strategies. This PRIM 05-01 facilitates attainment of these objectives by including a Regional Contracting Office and Pacific Region leadership validation of the Contracting Officer's plan to establish a new service or non-service contract.

4. Preparation.

a. An ASP shall be developed at the inception of each new requirement with an estimated total dollar value of \$3 million or more. A "new requirement" under this policy is defined as those acquisition projects that will result in the award of a new contract. In addition, it includes establishment or renewal of Blanket Purchase Agreements (BPA) with aggregate estimated value of \$3 million or more.

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b. An ASP is not required for supply delivery orders issued against existing multiple award contracts or GSA multiple award contracts. An ASP is required for service task orders against existing multiple award contracts and GSA multiple award contracts.

c. Only one ASP is required per project. For example, only one ASP is required for multiple award contracts or multiple award BPAs.

5. Content.

a. ASPs for actions less than \$100 million need not be extensively documented. The goal is to have the essential facts identified in a 1-2 page point paper, or 2-4 page briefing chart. Details on the plan will be provided by the assigned contracting officer or specialist. Encl 1 is a sample template for a point paper ASP for requirements less than \$100 million.

b. ASPs for service requirements that are \$100 million and above will require more documentation since the ASP will be forwarded to higher headquarters for approval by the Army Service Strategy Panel (ASSP). Use the Acquisition Strategy Content Checklist at Encl 2 to ensure that content required by AFARS 5137.5-6, and areas of interest by Army leadership, are covered in the acquisition strategy.

6. ASP Procedures

a. Review. The ASP shall be reviewed and concurred by the Division Chief, Small and Disadvantaged Business Utilization Specialist (SADBUS), and the Chief, RCO.

b. Presentation.

(1) The applicable Division Chief will schedule for presentation of the ASP to the ACA-PR Strategy Board (ASB). This involves coordination with Administrative Assistant, ACA-PR, and respective Chief, RCO, to establish method of presentation (in person, video / telephone conference calls).

(2) ASB will consist of Director, Deputy Director, or Acting Director, ACA-PR, who will be the chair, with RCO Chiefs or Acting Chiefs, local SADBUS, and other advisors as members. The ASB will perform the function of the Army Service Strategy Panel for service acquisitions with a total planned dollar value of \$3 million to \$100 million. If HQ ACA establishes a lower threshold, the ASB will perform the review and approval up to such threshold.

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(3) ASB will be held each Wednesday at 1300 hrs HST for all ASPs received by noon, HST, Monday prior to the ASB. Submit ASPs to Administrative Assistant, ACA-PR and to respective Chiefs, RCO, via e-mail.

(4) The contracting officer or specialist will make oral presentation of their ASP to the ASB either in person or through video / telephone conference calls.

c. Approval.

(1) The Chair, ASB, will approve the ASP, or provide other direction, after discussion with ASB members. The following actions will be taken based on dollar threshold:

(a) For actions less than \$100 million, approval is the contracting officer's authority to proceed with the execution of the ASP.

(b) For actions \$100 million and above, upon approval, ACA-PR will forward the acquisition strategy to HQ ACA for review by the ASSP.

(2) PRIM 04-03 (Ref. c) provides review requirements for specific contract actions. The ASP approval process may result in change to the review requirements. The Chair, ASB, will provide the contracting officer with notice of any changes to the PARC level reviews during the contracting cycle within one week after the approval of the ASP.

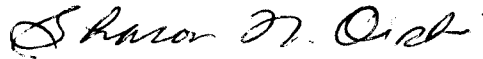
7. The ASP is a tool for validating preliminary acquisition strategy. Contracting Officers must still conduct acquisition planning and market research commensurate with the requirement, for all acquisition in accordance with FAR 7.102. Requirements exceeding the monetary thresholds in DFARS 207.103(d)(i) will require the preparation and approval of written "formal acquisition plan".

8. Mini-acquisition Plan (MAP). Para. 6.d.(2) above addresses tailored PARC reviews. These reviews may include requirements for MAP for contracts below the above-mentioned DFARS monetary thresholds for formal acquisition plans. See Encl 3 for template of the MAP. The documentation and level of detail in the MAP should be commensurate with the value, complexity and significance of the acquisition.

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9. For additional information regarding PRIM 05-01, please contact Mr. Duane Inoue, Commercial (808) 438-2233, DSN 438-2233, e-mail: inoued@shafter.army.mil.



Encls as

SHARON N. OISHI
Deputy Director, ACA Pacific Region
Alternate Principal Assistant
Responsible for Contracting

ACQUISITION STRATEGY PLAN (ASP)

[Office Symbol]

[Date]

SUBJECT: [Name of Project]

1. Project Objective / Requirement:

- a. Describe projects and/or services to be acquired;
- b. If the requirement is for services, describe:
 - (1) The outcomes to be satisfied;
 - (2) If outcomes are performance-based; and
 - (3) The measures of success for the service acquisition.

2. Customer:

3. Supply Required or Service Start Date:

4. Procurement History: [Provide brief history of project including previous contracts and/or task/delivery orders awarded to satisfy mission needs, including SB program methods (i.e., SB set-aside, 8(a) sole source / competition, etc.)]

5. Rationale for Decision to Establish a New Contract or Use Existing Contract.
[Include a discussion of what other contract sources were considered in developing the ASP]

6. Acquisition Concept and Approach

a. Business Arrangements.

- (1) Funding. Address whether funding is available and the type of funding.
- (2) Type of business arrangement anticipated (e.g., single contract, multiple award task order contract, task order against existing multiple award contract or GSA multiple award contract)
- (3) Duration of business arrangement (base period and all option periods).
- (4) Cost estimate for the total planned acquisition.
- (5) Pricing arrangement (e.g., fixed price, cost reimbursement, time and material, labor hour, or variations, based on guidance in FAR Part 16, and for commercial services, in FAR Part 12)

[Office Symbol]
SUBJECT: [Name of Project]

b. Type of Solicitation: [State whether FAR Part 8, 12, 14, 15 or Subpart 13.5 will be used]

c. Expected Competition: [Explain how full and open competition will be provided. If this is consolidated requirement over \$5M, provide draft D&F to be forwarded to Army Acquisition Executive (see DFARS 207.170). If other than full and open competition applies to the acquisition, provide an explanation of why and the citation of the statutory authority that allows less than full and open competition. Plans for competition for any foreseeable follow-on acquisitions should also be addressed.]

d. Small Business / Socio-Economic Program Implications: [Describe how the new acquisition will support the achievements of small business goals / targets; how the new acquisition will support any other socio-economic and applicable directed programs; address subcontracting potential and goals; if this is "bundled requirement", include analysis required by DOD's Benefit Analysis Guidebook (<http://www.acq.osd.mil/sadbu/news/contractconsolidation.pdf>)]

e. Evaluation Methodology: [Sealed bid, technically acceptable low price, cost / technical trades, etc.; for RFPs, describe source selection process, basis for award, major factors/subfactors.]

f. Issues and Risks: [For risks, identify current and potential cost, schedule and performance risks, the level of stated risks, and risk mitigation plan.]

g. Metrics. For service contracts, describe cost, schedule and/or performance metrics that will be used to measure service acquisition outcomes against requirements.

h. Preliminary Schedule: [Key milestones including solicitation, solicitation closing, and award dates]

Address following, only if applicable:

i. Multi-year Contracts. If the acquisition strategy calls for a multi-year service contract to be entered into under the authority of 10 U.S.C 2306c, the acquisition strategy must address the Army's plans for budgeting for termination liability. OMB Circular A-11 requires that multi-year service contracts be scored as operating leases. The acquisition strategy must address the budget scorekeeping that will result from use of the proposed contracting strategy.

[Office Symbol]
SUBJECT: [Name of Project]

j. Leases. Include a lease-purchase strategy if required by OMB Circular A-94, Section 13.

[Signed]
CONTRACTING OFFICER

Concur:

[Signed]_____
Division Chief, RCO-XX

[Signed]_____
SADBUS

[Signed]_____
Chief, RCO-XX

Approved:

[Signed]_____
Director, ACA-PR

ACQUISITION STRATEGY CONTENT CHECKLIST (IAW AFARS Subpart 5137.5-6)				Date: _____
				Prepared by: _____
TITLE: _____				
	YES	NO	N/A	COMMENTS
1) REQUIREMENT				
a. Identified outcomes to be satisfied?				
b. Are they performance-based?				
(1) If not, obtain AAE approval >\$50M				
c. Do you intend to use a Non DoD Contract?				
d. Identified how requirement was previously satisfied?				
(1) Procurement History				
(2) Challenges that drive the mission or acquisition approach				
e. Any Congressional Interest?				
(1) If >\$2B, advance notification to USD (ATL) required				
2) RISKS				
a. Current and potential costs?				
b. Schedule and performance risks?				
c. Level of stated risks?				
d. Risk mitigation plan?				
(1) Tie to Evaluation/Contract Management/Metrics/Award Fee				
3) COMPETITION				
a. How will full & open competition be provided?				
(1) Describe your market research (Industry Day/DRFP)				
(2) Is this a consolidated requirement? If so, AAE approval required >\$5M				
b. If other than full & open competition; explain why and provide citation.				
c. Plans for competition for any follow-on acquisitions.				
				ENCL 2

4)	<u>IMPLICATIONS</u>						
	a. How will acquisition support SB goals?						
	(1) If this is a Bundled Requirement Include the Analysis						
	(a) If so, does it follow the Benefits Analysis Guidebook						
	(2) Indicate whether the SBA PCR has concurred on the						
	2579						
	b. How will acquisition support any other socio-economic programs?						
	(1) Address Subcontracting Potential and Goals						
5)	<u>BUSINESS ARRANGEMENTS</u>						
	a. Identified how acquisition will be funded?						
	(1) Estimated dollar value of the procurement						
	(2) Address whether funding is available and the type of funds						
	b. Type of business arrangement? (i.e., single contract; multiple award task order contract).						
	(1) Address Contract Type						
	(2) Source Selection Process/Basis for Award/Major Factors/Subfactors						
	(3) Is this a Commercial Service (i.e. Use of FAR Part 12)						
	(4) Discuss the Award Criteria and Evaluation						
	(5) Address any waivers/deviations that will be required						
	(6) Discuss Contract Administration--COR/Involvement of DCMA/Surveillance Plan						
	c. Duration of each business arrangement? (i.e., base period and all options).						
	d. Cost estimate for the total planned acquisition and pricing arrangements (i.e., fixed price, cost reimbursement, time and materiel, labor hour, or variations).						
	e. Milestone Timeline to Award						

6)	MULTI-YEAR CONTRACTS						
	a. If multi-year service contract, address plans for budgeting for termination liability.						
	b. OMB Circular A-11 requires multi-year service contracts to be scored as operating leases; address budget scorekeeping that will result from the use of the proposed contracting strategy.						
7)	LEASES						
	Included lease-purchase strategy if required by OMB Circular A-94?						
8)	METRICS						
	a. Cost, schedule and performance metrics that measure service acquisition outcomes against requirements.						
	1) Measurable. Tied to Key Performance Parameters.						
	b. If metrics are not submitted with acquisition strategy, the metrics must be submitted for the Decision Authority approval prior to execution of any business instrument (e.g., contract, MIPR).						

MINI-ACQUISITION PLAN COVER SHEET

Project Name:

Date:

(Check the appropriate item(s))

_____ The attached initial plan is forwarded for approval.

_____ Attached is an update to the initial plan, submitted on _____, for approval

_____ Certification that the current plan is accurate and complete and no changes are currently required.

Preparer

Name: _____ Grade/Rank: _____

Title: _____

Office: _____ Phone No: _____

Cognizant Technical Official

Name: _____ Grade/Rank: _____

Title: _____

Office: _____ Phone No: _____

SADBU Specialist

Name: _____ Grade/Rank: _____

Title: _____

Office: _____ Phone No: _____

Legal Review

Name: _____ Grade/Rank: _____

Title: _____

Office: _____ Phone No: _____

Phone Number: _____

Contracting Officer

Name: _____ Grade/Rank: _____

Title: _____

Office: _____ Phone No: _____

Approval:

PARC or Alternate PARC

Name: _____ Grade/Rank: _____

Title: _____

Office: _____ Phone No: _____

Mini-Acquisition Plan Template

NOTE: *This Mini-Acquisition Plan (MAP) has been designed to be similar to the requirements of FAR 7.105. FAR-based numbering has been retained and reserved entries may be completed at the option of the Contracting Officer. Add "N/A" to sections that are not applicable.*

A. Acquisition Background and Objectives.

(1) Statement of need. *Introduce the plan by a brief statement of need. Summarize the technical and contractual history of the acquisition. Discuss feasible acquisition alternatives, the impact of prior acquisitions on those alternatives, and any related in-house effort.*

(2) Applicable conditions. *State all significant conditions affecting the acquisition, such as--*

(i) Requirements for compatibility with existing or future systems or programs; and

(ii) Any known cost, schedule, and capability or performance constraints.

(3) Cost. *Set forth the established cost goals for the acquisition and the rationale or tools supporting them.*

(4) Capability or performance. *Specify the required capabilities or performance characteristics of the supplies or the performance standards of the services being acquired and state how they are related to the need.*

(5) Delivery or performance-period requirements. *Describe delivery or performance-period requirements and the basis for establishing such requirements.*

(6) Trade-offs. **RESERVED**

(7) Risks. *Discuss technical, cost, and schedule risks and describe what efforts are planned or underway to reduce risk and the consequences of failure to achieve goals.*

(8) Acquisition streamlining. **RESERVED**

B. Plan of Action

(1) Sources.

Indicate the prospective sources of supplies or services that can meet the need. Consider required sources of supplies or services (see Part 8). Include consideration of small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns (see Part 19), and the impact of any bundling (see FAR 7.107) (15 U.S.C.644(e)) and consolidation (see DFARS 207.170) that might affect their participation in the acquisition. Address the extent and results of the market research and indicate their impact on the various elements of the plan (see Part 10).

(2) Competition.

(i) *Describe how competition will be sought, promoted, and sustained throughout the course of the acquisition. If full and open competition is not contemplated, cite the authority in 6.302, discuss the basis for the application of that authority, identify the source(s), and discuss why full and open competition cannot be obtained.*

(ii) **RESERVED**

(iii) **RESERVED**

(iv) *When effective subcontract competition is both feasible and desirable, describe how such subcontract competition will be sought, promoted, and sustained throughout the course of the acquisition. Identify any known barriers to increasing subcontract competition and address how to overcome them.*

(3) Source-selection procedures. *Discuss the source-selection procedures for the acquisition, including the timing for submission and evaluation of proposals; describe the factors and subfactors to be used, including relative weights, and its relationship to the attainment of the acquisition objectives (see Subpart 15.3).*

(4) Contracting considerations. *For each contract contemplated, discuss contract type selection (see Part 16); use of multiyear contracting, options, or other special contracting methods (see Part 17); any special clauses, special solicitation provisions, or FAR deviations required (see Subpart 1.4); whether sealed bidding or negotiation will be used and why; whether equipment will be acquired by lease or purchase (see Subpart 7.4) and why; and any other contracting considerations. Acquisition plans for service contracts shall describe the strategies for implementing performance-based contracting methods or shall provide rationale for not using those methods (see Subpart 37.6).*

(5) Budgeting and funding. **RESERVED**

(6) Product or service descriptions. **RESERVED**

(7) Priorities, allocations, and allotments. **If applicable**, specify the method for obtaining and using priorities, allocations, and allotments, and reasons for them (see FAR Subpart 11.6).

(8) Contractor versus Government performance. **If applicable**, address the consideration given to OMB Circular A-76 (see FAR Subpart 7.3).

(9) Inherently governmental functions. **If applicable**, address the consideration given to OFPP Policy Letter 92-1 (see FAR Subpart 7.5).

(10) Management information requirements. **If applicable**, discuss what management system will be used by the Government to monitor the contractor's effort.

(11) Make or buy. **RESERVED**

(12) Test and evaluation. **RESERVED**

(13) Logistics considerations. **RESERVED**

(14) Government-furnished property. *Indicate any property to be furnished to contractors, including materials and facilities, and discuss any associated considerations, such as its availability or the schedule or its acquisition (see FAR Part 45).*

(15) Government-furnished information. *Discuss any Government information, such as manuals, drawings, and test data, to be provided to prospective offerors and contractors.*

(16) Environmental and energy conservation objectives. **If applicable**, discuss all applicable environmental and energy conservation objectives associated with the acquisition (see FAR Part 23), the applicability of an environmental assessment or environmental impact statement (see 40 CFR 1502), the proposed resolution of environmental issues, and any environmentally-related requirements to be included in solicitations and contracts.

(17) Security considerations. **If applicable**, for acquisitions dealing with classified matters, discuss how adequate security will be established, maintained, and monitored (see Subpart 4.4).

(18) Contract administration. *Describe how the contract will be administered. In contracts for services, include how inspection and acceptance corresponding to the work statement's performance criteria will be enforced.*

(19) Other considerations. Discuss any other matters germane to the plan not covered elsewhere.

(20) Milestones for the acquisition cycle. *Address the following steps and any others appropriate:*

- Mini-Acquisition Plan approval

- Receipt of purchase request with Performance Work Statement or item description
- J&A, where applicable and/or any required D&F approval.
- Issuance of synopsis.
- Source Selection Plan approval
- Issuance of solicitation.
- Receipt of proposals
- Price Objective Memorandum approval
- Completion of negotiations
- Price Negotiation Memorandum and Source Selection Decision Document approval
- Contract award.

(21) Identification of participants in Mini-Acquisition Plan preparation.

<u>Name / Rank or Grade</u>	<u>Title</u>	<u>Office</u>	<u>Phone</u>
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